

## **SOCIAL WORK LICENSURE INFORMATION REGARDING APPLICATION**

In response to your request regarding licensure for social work in Kentucky, the following information is submitted:

1. **PAMPHLET**: Kentucky Revised Statutes 335 and Administrative Regulations 201 KAR 23 are enclosed. Every candidate for licensure should become thoroughly knowledgeable with the contents of these laws and regulations.
2. **APPLICATION**: Please complete every item of the application. **Your application will not be approved unless it is complete.** Questions which are not applicable to your situation should be noted N/A. ***Candidates must submit the \$25.00 application fee, made payable to the Kentucky State Treasurer, along with the application and an official copy of the transcript with the degree conferred to: Kentucky Board of Social Work, P. O. Box 1360, Frankfort, Kentucky 40602.***

**Also, when applying for Licensed Clinical Social Worker (LCSW), an applicant must submit an official agency job description signed by the Executive Director, Human Resource Director, or Agency Supervisor for the qualifying experience under supervision. LCSW applicants whose supervisor is licensed out of the State of Kentucky must submit a resume of each supervisor. Additionally, if an applicant has more than one supervisor, comments from each supervisor regarding competence and ethical behavior and the specific number of supervisor's hours provided by each supervisor must be submitted. Supervision must total 200 hours with a minimum of 100 hours being individual supervision hours.**

3. **GENERAL INFORMATION**: Completed applications are submitted to the Board for approval. Once the application has been approved, you will receive an approval letter along with a Candidate Handbook. You must call the testing service and set up a date to take the exam. Exam fees will be paid directly to ASWB. Your scores will be available the day of the exam at the exam site.

The day of the exam you must take with you to the test center your original **ASWB Authorization Letter and Government Issued Photo Identification**. ***Persons who do not have these materials will not be allowed to sit for the exam.***

Credential Level Sought: BASIC - Social Worker (LSW); INTERMEDIATE - Certified Social Worker (CSW); and CLINICAL - Independent certification (LCSW). **If a passing score is made, you must submit the initial licensure fee as listed below. Upon receipt of your test scores and the initial licensure fee, you will be issued a license. The initial licensure fees are as follows:**

<b>BASIC</b>	<b>\$ 50.00</b>
<b>INTERMEDIATE</b>	<b>\$ 75.00</b>
<b>CLINICAL</b>	<b>\$150.00</b>

All licenses and certificates are issued for a three-year period.

4. **EMPLOYMENT CONTRACT FORM (USED ONLY BY A CSW UNDER SUPERVISION):**

This form is to be completed and submitted for review and approval by the Kentucky Board of Social Work by the supervisor and supervisee when a Certified Social Worker wishes to engage in the independent practice of clinical social work under the supervision of a Licensed Clinical Social Worker with three (3) years post experience. Please refer to "201 KAR 23:070. Qualifying Education and Qualifying Experience under Supervision. **This form must be submitted BEFORE practicing clinical social work or beginning supervision.** You will receive a letter from the Board indicating approval. THERE IS NO FEE REQUIRED TO SUBMIT THIS CONTRACT.